



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

EXECUTIVE OFFICER, CIVIL SERVICE COMMISSION

Class No. 000446

■ CLASSIFICATION PURPOSE

Under administrative direction, to provide administrative, investigative and advisory services to the Civil Service Commission; to represent the Commission and act as its agent; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, executive management class allocated only to the Office of the Civil Service Commission. The incumbent works under the direction of the Civil Service Commission and is responsible for formulating policy and operational procedures and for providing administrative direction to subordinate staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, coordinates, and evaluates the activities of the Civil Service Commission Office providing administrative, investigative, and advisory services to the Civil Service Commission.
2. Represents the Civil Service Commission as its agent.
3. Directs the investigation of complaints and appeals referred to the Commission.
4. Directs the preparation of agendas and special reports and the arrangements of hearings.
5. Performs research for the Commission regarding new/revised Civil Service Rules.
6. Advises the Commission members on hearing and Civil Service matters, and attends and provides information at Commission meetings.
7. Directs the development of the Office's annual budget and monitors revenue and expenditure transactions.
8. Conducts fiscal analysis and prepares cost projections.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares correspondence.
11. Acts as liaison with other public and private agencies.
12. Provides information to county departments, the public, media, and agency representatives on departmental activities.
13. Supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Public sector merit selection methods.
- Civil service systems.
- Position classification principles and procedures.
- Current and customary procedures related to the investigation of complaints and appeals to the Civil Service Commission.

- Principles and practices of supervision and training.
- General Management System in principle and in practice.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

Skills and Abilities to:

- Investigate complaints and appeals to the Civil Service Commission and make recommendations.
- Act as agent and representative of the Civil Service Commission.
- Negotiate and mediate issues.
- Direct the arrangements of hearings and the preparation of agendas and special reports.
- Handle the day-to-day operations and issues of the Civil Service Commission Office.
- Communicate effectively with all levels within the organization.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Perform research for the Commission regarding new/revised Civil Service Rules.
- Advise Commission members on hearing and Civil Service matters.
- Attend and provide information at Commission meetings.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Prepare and give public presentations on the department's activities, functions, and issues.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in public administration, business administration, human resources management, or closely related field; AND, five years of management level experience performing the essential functions outlined above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: January 19, 1981
Revised: May 3, 1993
Revised: March 25, 2004**